

## **Privacy statement**

Date prepared: February 8, 2024

### **1. Controller**

Innovation Funding Agency Business Finland Business ID 0512696-4 Porkkalankatu 1, PL 69, FI-00101 Helsinki, tel. +358 (0)29 505 5000

### **2. Contact person in matters regarding the register**

Possible questions about the privacy statement may be addressed to the following email address:

[dataprotection@businessfinland.fi](mailto:dataprotection@businessfinland.fi)

### **3. Name of the register**

Whistleblowing channel

### **4. Purpose and basis of the processing of personal data**

Innovation Funding Agency Business Finland and Business Finland Oy have a common whistleblowing channel, which is based on the Whistleblower Protection Act.

The processing of data is related to the maintenance of Business Finland's whistleblowing channel. Business Finland maintains a reporting channel for reporting unethical activities and misconduct related to Business Finland's activities. The reporting channel also functions as a whistleblowing channel, the maintenance of which is based on the Directive of the European Parliament and of the Council on the protection of persons reporting on breaches of Union law (EU2019/1937) and the Act on the Protection of Persons Reporting Infringements of European Union and National Law adopted to implement the Directive nationally (1171/2022, Whistleblower Protection Act).

The Whistleblower Protection Act entered into force on January 1, 2023. Accordingly, the channel may be used by a person who, in the course of their work, detects or suspects acts contrary to the public interest. Reports may be submitted by Business Finland's current and former employees and stakeholders.

The scope of the Whistleblower Protection Act is limited. Whistleblower protection applies to reports of offences, breaches, misconduct, and other acts or omissions related to public procurement, financial services, the prevention of money laundering and terrorist financing, product safety, traffic safety, environmental protection, nuclear safety, food and feed safety, animal health and welfare, public health, consumer protection, the protection of privacy and personal data, and the security of network and information systems.

# BUSINESS FINLAND

Reports outside the scope of the Whistleblower Protection Act are processed by Business Finland in accordance with other valid Finnish legislation and the principles of good governance. Reports outside the scope of the Whistleblower Protection Act include concerns about the projects of Business Finland's customers and suspicions of improper conduct in customers' projects.

The processing of reports within the scope of the Whistleblower Protection Act by the controller is considered processing of personal data in order to comply with a legal obligation. Innovation Funding Agency Business Finland considers the processing of reports outside the scope of the Whistleblower Protection Act as the processing of personal data in order to comply with a legal obligation (e.g., the monitoring and follow-up of funded projects) and for the performance of a task in the public interest. Business Finland Oy processes reports outside the scope of the Whistleblower Protection Act on the basis of a legitimate interest as a provider of public services for monitoring and development purposes.

Personal data submitted through the whistleblower channel, as well as personal data that emerges during the investigation of the reports, are used to investigate and prevent possible misconduct.

## 5. Data content of the register

You may submit the report under your own name or anonymously. Both kinds of reports are processed confidentially as required by law, and the identity of the reporter will only be known to the persons appointed to process the reports and the persons invited to investigate the matter as experts.

Personal data typically contained by the reporting form include name, email, phone number, information about the subjects of the report, as well as information about any other persons, such as witnesses. The register may contain data belonging to special categories of personal data if their processing is necessary for the purposes of the Whistleblower Protection Act (Section 30 (2) of the Whistleblower Protection Act).

## 6. Retention period of personal data

The data received through the reporting channels must be deleted five (5) years after the receipt of the report, unless their retention is necessary for the implementation of the rights or obligations provided for in the Whistleblower Protection Act or other legislation, or for the establishment, exercise, or defense of legal claims. Personal data that is not clearly relevant for the processing of the report must be deleted without undue delay.

For reports outside the scope of the Whistleblower Protection Act, the controller must adhere to the corresponding retention periods, unless otherwise provided by applicable law.

The information in the register is reviewed annually to assess its necessity.

## 7. Regular sources of information

The data is collected from the whistleblower reports filled out on Business Finland's website, as well as when investigating reports from Business Finland's internal data sources, such as persons possibly involved in the matter, and, if necessary, also by utilizing data in information systems.

## **8. Regular data disclosures and categories of recipients**

In Business Finland, reports falling within the scope of the Whistleblower Protection Act are processed by a specifically appointed small group with representatives from internal audit, legal, and compliance functions. If the internal audit manager is not among the appointed processors, they still have the right to process incoming reports.

According to the Whistleblower Protection Act, the person appointed to process a report may provide information about the identity of the reporter and other persons mentioned in the report, as well as other information expressing their identity directly or indirectly, to another person in order to ascertain the accuracy of the information, if the provision of this information is necessary to assess its accuracy. In addition, information may be provided to supervisory authorities and pre-trial investigation authorities or for the establishment, exercise, or defense of legal claims in court proceedings, out-of-court proceedings, and administrative proceedings.

Reports outside the scope of the Whistleblower Protection Act are processed according to the same procedures mentioned above. The processing of personal data contained by the reports is also possible in situations where it is absolutely necessary, such as in the statutory audits of customers' projects.

All whistleblower reports are submitted through a platform provided and maintained by Deltagon, which can be accessed from all Business Finland's locations both in Finland and abroad.

## **9. Transfer of data outside the EU or the EEA**

Personal data will not be transferred outside the European Union or the European Economic Area.

## **10. Protection of the register**

### Manual material:

Possible manual material is stored in a locked space, which can only be accessed by authorized persons.

### Electronically processed data:

Employees have an obligation of professional secrecy. In addition, employees are committed to complying with internal data security guidelines. Data and backups stored in information systems are located in locked and controlled spaces. The equipment that holds the register is protected and separated from the public network by a firewall and other technical measures.

Access to the register is limited by role-based authorization. The above measures are designed to safeguard the confidentiality, availability and integrity of the personal data stored in the register and the rights of data subjects.

**11. Rights of data subjects in the processing of personal data**

Right of access by the data subject (right of access): The data subject has the right to inspect the data concerning themselves stored in the register. The request for inspection should be made in accordance with the instructions given in this Privacy Policy. The right of access may be denied on the grounds laid down by law. *The data subject's right to inspect the data may be restricted with regard to personal data reported under the Whistleblower Protection Act if it is proportionate and necessary to safeguard the investigation of the report's accuracy and to protect the identity of the reporter.* In principle, exercising the right of access is free of charge.

Right of the data subject to obtain rectification, erasure, or restriction of processing:

To the extent that the data subject is able, they shall, without undue delay, upon becoming aware of an error or upon discovery of the error themselves, correct, delete or supplement any information in the register which is contrary to the purpose of the register, incorrect, unnecessary, incomplete or outdated. To the extent that the data subject is unable to correct the data themselves, they shall submit a correction request in accordance with section 12 of this Privacy Policy. In addition, the data subject has the right to require the controller to restrict the processing of their personal data, for example, in a situation where the data subject is awaiting the controller's response to a request for rectification or erasure of their personal data.

Right of the data subject to object to data processing: Where the data are processed to perform a task carried out in the public interest or in the legitimate interests of the controller or a third party, the data subject may object to the processing on grounds of their particular situation.

Right of the data subject to lodge a complaint with a supervisory authority: The data subject has the right to file a complaint with a competent supervisory authority if the controller has not complied with the applicable data protection rules.

**12. Contacts**

In matters regarding the processing of personal data and in situations related to exercising personal rights, the data subject should contact the controller. The data subject may exercise their rights by contacting [dataprotection@businessfinland.fi](mailto:dataprotection@businessfinland.fi) .